



Flexible CTE Attendance (Summer)

Table of Contents

Flexible CTE Attendance (Summer) 1

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State Reporting > Maintenance > Summer > Student > Flexible CTE Att

Update data for the *SpecialProgramsReportingPeriodAttendanceExtension* complex type as needed.

The *SpecialProgramsReportingPeriodAttendanceExtension* complex represents the recording of attendance for a student's special programs reporting period.

[Cross reference for Flexible CTE Attendance tab:](#)

| State Reporting Field | Element | ASCENDER Field(s) |
|--|--|---|
| Attendance > Maintenance > Campus > Campus Calendar | | |
| Report Period | REPORTING-PERIOD-INDICATOR-CODE (E0934) (Code table: C130) | Track Begin School Begin Cycle |
| Days Taught | NUMBER-DAYS-TAUGHT (E0935) | Mem Days |
| Registration > Maintenance > Student Enrollment > W/R Enroll | | |
| Campus | CAMPUS-ID-OF-ENROLLMENT (E0782) | Entry/Exit Date |
| Attendance > Maintenance > Flexible Attendance > Weekly Register Worksheet | | |
| Grade | GRADE-LEVEL-CODE (E0017) (Code table: C050) | Grd Lvl |
| Track | INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975) | Track |
| Flexible Attendance Program | FLEXIBLE-ATTENDANCE-PROGRAM-TYPE-CODE (E1045) (Code table: C177) | Flex Att Program |
| CTE Minutes Present | FLEX-ATTEND-TOTAL-CAREER-TECH-MINUTES-PRESENT (E1053) | CTE Mins |

<

Modify a record:

[Select a student](#)

To retrieve a student's records, select the student in one of the following ways:

| | |
|---------------|---|
| Stu ID | Begin typing the student ID. As you begin typing the student ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. |
|---------------|---|

| | |
|----------------------------|--|
| Stu Name | <p>Begin typing the student's name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name • Last name initial, comma, first name initial <p>As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs, and grade levels. From the drop-down list you can select the student.</p> |
| Texas Unique Stu ID | <p>Begin typing the student's Texas Unique Student ID. As you begin typing the ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list also displays student's last name, first name, middle name, and grade level. From the drop-down list you can select the student.</p> |
| Directory | <p>Click Directory to select a student from the directory.</p> |

Click **Retrieve** to retrieve the selected student.

Click **+Add** to add a blank row.

| | |
|------------------------------------|--|
| Campus | <p>CAMPUS-ID-OF-ENROLLMENT (E0782)</p> <p>Type or select the three-digit campus ID.</p> |
| Grade | <p>GRADE-LEVEL-CODE (E0017)</p> <p>Code table: C050</p> <p>Select the student's current grade level.</p> |
| Track | <p>INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975)</p> <p>Code table: C141</p> <p>Select the campus calendar track to which the student is assigned.</p> |
| Report Period | <p>REPORTING-PERIOD-INDICATOR-CODE (E0934)</p> <p>Code table: C130</p> <p>Select the period for which the data is being reported.</p> |
| Flexible Attendance Program | <p>FLEXIBLE-ATTENDANCE-PROGRAM-TYPE-CODE (E1045)</p> <p>Code table: C177</p> <p>Select the code indicating whether the student's flexible attendance is related to the OFSDP (Optional Flexible School Day Program) or the HSEP (High School Equivalency Program).</p> |
| Days Taught | <p>NUMBER-DAYS-TAUGHT (E0935)</p> <p>Type the number of days of instruction offered per the school calendar during the selected Report Period.</p> |
| CTE Minutes Present | <p>FLEX-ATTEND-TOTAL-CAREER-TECH-MINUTES-PRESENT (E1053)</p> <p>Type the total number of minutes the student was present, eligible, and enrolled in an approved CTE course during a particular reporting period.</p> |

Click **Save**.

Add

[Add a student.](#)

Click to add a student who does not already exist in ASCENDER State Reporting tables. Manual entry of a student is rare and generally only needed when a district is using ASCENDER State Reporting only. Most districts extract the data from ASCENDER. If you add or modify a student record in ASCENDER State Reporting, you should also update in ASCENDER (live).

| | |
|---------------------|---|
| State Stu ID | This field is required only if you are adding a new student in State Reporting. Otherwise, the ID is extracted from Registration and not editable. <ul style="list-style-type: none"> • The first character must start with S or 0-8. • The first three characters cannot be 000, 666, or 900-999. • The middle digits (4th and 5th digit) cannot be 00. • The last four digits cannot be 0000. • The number cannot be 123456789, 219099999, or 078051120. |
|---------------------|---|

The following fields are required:

| Fall | Summer | Extended |
|---|---|--|
| <ul style="list-style-type: none"> • State Stu ID • First Name • Last Name • Sex • Date of Birth • Grade Level • At least one race must be selected. • TX Unique Student ID • Attribution Code • Economic Disadvantage • Homeless Status • Asylee/Refugee • As of Status | <ul style="list-style-type: none"> • State Stu ID • First Name • Last Name • Sex • Date of Birth • Grade • At least one race must be selected. • TX Unique Student ID • Attribution Code • Economic Disadvantage • Homeless Status • Asylee/Refugee • As of Status • Campus • Foundation Coursework • Unaccompanied Youth Status (if Homeless Status is not 0) • Career and Technical Ed • Foster Care • Military Connected | <ul style="list-style-type: none"> • State Stu ID • First Name • Last Name • Sex • Date of Birth • Grade Level • At least one race must be selected. • TX Unique Student ID • Foster Care |

Click **Save**.

| | |
|---|---|
|  | <p>Delete a row.</p> <p>Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p> |
| Delete | <p>Delete all of the student's records.</p> <p>Click Delete to delete all of the student's records. A confirmation message is displayed.</p> <p>Click OK to continue. Otherwise, click Cancel.</p> |
| Change ID | <p>Change the student's ID.</p> <p>The Change ID button is disabled until a student is retrieved on the page.</p> <p>Retrieve a student, and click Change ID. The Change Student ID section is displayed at the top of the page.</p> <p>In the New Student ID field, type a valid social security number that you would like to change the existing ID to, and then click Submit.</p> <p>The Change Student ID dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct.</p> <p>Click OK to continue. Otherwise, click Cancel.</p> |



Back Cover